



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AUDIT EXAMINATION OF THE
GREENUP COUNTY SHERIFF**

Calendar Year 1999

**EDWARD B. HATCHETT, JR.
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EXECUTIVE SUMMARY
GREENUP COUNTY
KEITH M. COOPER, SHERIFF
CALENDAR YEAR 1999
FEE AUDIT

This is an audit of Greenup County Sheriff Keith M. Cooper. The Sheriff maintained his records in a manner that allowed us to efficiently complete the audit. The audit report contains no comments or recommendations and the Sheriff complied with the laws and regulations applicable to his office. The financial statement prepared by the Sheriff fairly presents the results of his operations for the year. The financial statement shows excess fees of \$43,930. The Sheriff paid \$38,013 of excess fees on March 26, 2000 and owes \$5,917 as of June 28, 2000. The Sheriff has \$91 in his official bank account and will be able to pay the remainder of excess fees when he receives \$4,932 for bank share commissions and \$550 from other accounts. The bank share commissions are due from the Revenue Cabinet from the Sheriff's 1998 Incoming Tax Settlement. No other significant items came to our attention during the audit of the Greenup County Sheriff's 1999 Fee Account.

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Edward B. Hatchett, Jr. Auditor of Public Accounts

To the People of Kentucky

Honorable Paul E. Patton, Governor

John P. McCarty, Secretary

Finance and Administration Cabinet

Mike Haydon, Secretary, Revenue Cabinet

Honorable Robert Carpenter, Greenup County Judge/Executive

Honorable Keith Cooper, Greenup County Sheriff

Members of the Greenup County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Sheriff of Greenup County Kentucky, for the year ended December 31, 1999. This financial statement is the responsibility of the County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Sheriff's office is required to prepare the financial statement on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. This cash basis system does not require the maintenance of a general fixed asset group or general long-term debt group of accounts. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the Greenup County Sheriff for the year ended December 31, 1999, in conformity with the basis of accounting described above.

To the People of Kentucky
Honorable Paul E. Patton, Governor
John P. McCarty, Secretary
Finance and Administration Cabinet
Mike Haydon, Secretary, Revenue Cabinet
Honorable Robert Carpenter, Greenup County Judge/Executive
Honorable Keith Cooper, Greenup County Sheriff
Members of the Greenup County Fiscal Court

In accordance with Government Auditing Standards, we have also issued a report dated June 28, 2000, on our consideration of the County Sheriff's compliance with certain laws and regulations and internal control over financial reporting.

Respectfully submitted,

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Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
June 28, 2000

GREENUP COUNTY
KEITH COOPER, SHERIFF
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

Calendar Year 1999

Receipts

Federal Grants		\$	20,800
State Fees For Services-			
Finance and Administration Cabinet	\$	55,152	
Kentucky Law Enforcement Foundation Program Fund		<u>25,544</u>	80,696
Circuit Court Clerk-			
Sheriff Security Service	\$	16,543	
Fines and Fees Collected		<u>2,550</u>	19,093
County Clerk - Delinquent Taxes			13,334
Commission On Taxes Collected			338,084
Bank Share Commissions			4,932
Fees Collected For Services-			
Auto Inspections	\$	19,485	
Accident and Police Reports		506	
Serving Papers		17,120	
Carrying Concealed Deadly Weapon Permits		<u>6,390</u>	43,501
Other-			
Miscellaneous	\$	5,538	
Donations		2,210	
Governor's Strike Force		3,873	
Sheriff's Fees		<u>70,900</u>	82,521
Interest Earned			6,319
Borrowed Money-			
State Advancement	\$	135,513	
Bank Note		<u>30,000</u>	<u>165,513</u>
Gross Receipts (Carried Forward)		\$	774,793

GREENUP COUNTY
 KEITH COOPER, SHERIFF
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 Calendar Year 1999
 (Continued)

Gross Receipts (Brought Forward) \$ 774,793

Disbursements

Operating Disbursements and Capital Outlay:

Personnel Services-

Deputies' Salaries	\$ 204,015
Bailiff and Tax Help	19,952
Other Salaries	27,712
Kentucky Law Enforcement Foundation Program Fund	25,544

Employee Benefits-

Employer's Share Social Security	21,020
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Contracted Services-

Advertising	210
Professional Services	27,747
Dispatching	11,250

Materials and Supplies-

Office Materials and Supplies	13,539
Uniforms	15,556
Deputies' Supplies	12,828
K-9 Unit	590

Auto Expense-

Gasoline	12,717
Maintenance and Repairs	10,848

Other Charges-

Radio Expense	7,011
Computer Expense	8,663
Telephone	4,428
Postage	7,721
Insurance	5,054
Bonds	4,715
Drug Enforcement	7,542
Governor's Strike Force	3,833
Carrying Concealed Deadly Weapon Permits	3,910
Travel, Training, and Transporting	8,347
Bank Charges	642
Miscellaneous	6,088

GREENUP COUNTY
 KEITH COOPER, SHERIFF
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 Calendar Year 1999
 (Continued)

Disbursements (Continued)

Operating Disbursements and Capital Outlay: (Continued)

Capital Outlay-

Vehicles		\$	32,934
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Debt Service-

State Advancement	\$	135,513	
Notes		30,000	
Interest		<u>352</u>	<u>165,865</u>

Total Disbursements		\$	<u>670,281</u>
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Net Receipts		\$	104,512
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Less: Statutory Maximum			<u>59,894</u>
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Excess Fees		\$	44,618
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Less: Training Incentive Benefit			<u>688</u>
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Excess Fees Due For Calendar Year 1999		\$	43,930
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Payments to County Treasurer - March 26, 2000			<u>38,013</u>
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Balance Due at Completion of Audit		\$	<u><u>5,917</u></u>
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The accompanying notes are an integral part of the financial statement.

GREENUP COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 1999

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting pursuant to KRS 68.210 as recommended by the State Local Finance Officer. Revenues and related assets are generally recognized when received rather than when earned. Certain expenses are recognized when paid rather than when a liability is incurred, including capital asset purchases. Certain other expenses are recognized when a revenue and the related asset can be associated with a corresponding liability due another governmental entity.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 7.28 percent.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

GREENUP COUNTY
NOTES TO FINANCIAL STATEMENT
December 31, 1999
(Continued)

Note 2. Employee Retirement System (Continued)

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 1999, the Sheriff's deposits were fully insured or collateralized at a 100% level.

Note 4. Excess Fees

Our financial statement shows \$5,917 of additional excess fees due as of June 28, 2000, for calendar year 1999. The Sheriff will be able to pay this amount when he receives \$4,932 for bank share commissions from the Revenue Cabinet and \$894 from other accounts. These two amounts, plus the official fee account balance of \$91, total the excess fee amount due. Once these amounts have been collected, the Sheriff will be able to pay the remainder of excess fees.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



Edward B. Hatchett, Jr.
Auditor of Public Accounts

Honorable Robert Carpenter, Greenup County Judge/Executive
Honorable Keith Cooper, Greenup County Sheriff
Members of the Greenup County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Greenup County Sheriff as of December 31, 1999, and have issued our report thereon dated June 28, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Greenup County Sheriff's financial statement as of December 31, 1999, is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Greenup County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be a material weakness.

Honorable Robert Carpenter, Greenup County Judge/Executive
Honorable Keith Cooper, Greenup County Sheriff
Members of the Greenup County Fiscal Court
Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
June 28, 2000

